



HUMAN RESOURCES OFFICE

OKINAWA SATELLITE OFFICE

VACANCY ANNOUNCEMENT

*****AMENDED*** AMENDED*** AMENDED*** AMENDED*** AMENDED*****

This amendment corrects the "NOTES" and "Basic Requirements" to remove the requirement for "a valid current State Substance Abuse Counselor certification, or equivalent". All other information remains unchanged.

ANNOUNCEMENT NUMBER: NV-OKI-06-013

TITLE/SERIES/GRADE: SUBSTANCE ABUSE COUNSELOR, GS-0101-09/11

SALARY: GS-09 - \$38,175 TO \$49,632 PER ANNUM

GS-11- \$46,189 TO \$60,049 PER ANNUM

OPEN DATE: 10 MAR 2006

CLOSING DATE: OPEN UNTIL FILLED

1st CUTOFF DATE: 20 MAR 2006 (Subsequent cutoff dates will be every 10 calendar days. Applications received by this date will receive first consideration.)

LOCATION: U.S. Naval Hospital, Okinawa, Japan

AREA OF CONSIDERATION: OKINAWA-WIDE

Current permanent federal employees; NAF/AF Interchange eligibles; Reinstatement eligibles; Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service; Veterans Employment Opportunity Act (VEOA) eligibles; and military spouse and family member eligibles that reside in the Okinawa area.

NOTES:

1. This announcement will be used to fill multiple vacancies.
2. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted.
3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
4. Requires satisfactory completion of background checks prior to employment.
5. A valid State driver's license is required.
6. Required to pass a physical examination as a condition of employment.
7. Position may be filled at the GS-09 or 11 level.
8. This is a testing designated position. (TDP). The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of TDP.

SUMMARY OF DUTIES:

The primary responsibility of the incumbent is to provide technical expertise in the areas of education and awareness on substance abuse/compulsive gambling to military personnel, civilian personnel and adult family members. Services are provided through counseling, education and training to the active duty military personnel and U. S. civilian employees, as well as adult family members and the retiree community. Provides individual and group therapy as well as comprehensive case management and referral services for all SARD/SACC clientele to include: performing Screenings and Bio-Psycho-Social assessments by conducting interviews to collect, interpret, and evaluate educational, and employment history. Facilitates, co-facilitates, and supervises group counseling

sessions to active duty members, US civilian employees and eligible family members. The incumbent maintains all client case records and ensures care records are in compliance with department standards. Maintains a resource file of collateral resources providing treatment, education, or other support services. The incumbent provides educational services to all clientele through the use of appropriate instructional techniques. Conducts presentations for Early Intervention courses, outpatient and intensive outpatient classes. This includes developing and teaching informative modules in appropriate content areas to include teaching didactic classes to address a wide array of drug/alcohol/compulsive gambling issues. Assists the supervisor in the development, implementation and management of a quality assurance program that monitors the treatment, follow-up and documentation of all clinical cases, and evaluates the quality of all educational instruction. Provides education and training on substance abuse/compulsive gambling to the military community. Coordinates use of SARD/SACC personnel and material assets in support of training and educational programs. The incumbent participates on Staff/Client Disposition Boards, where counselors exchange client information, assisting each other in client care particularly with difficult clinical presentations. As a member of an Individual Development Team, the incumbent discusses client progress, recommends the most appropriate level of care for clients, and whether or not a return-to-full-duty status is appropriate (when applicable). Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: *Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.*

Basic Requirements:

Degree: behavioral or social science; or related disciplines appropriate to the position **OR** Combination of education and experience--that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field **OR** Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

AND

In addition to the Basic Requirements:

GS-09: One (1) year of specialized experience equivalent to at least the GS-07 **OR** 2 years of progressively higher level graduate education leading to a Masters Degree. Education must have provided the knowledge, skills, and abilities necessary to do the work.

GS-11: At the GS-11 level, the incumbent requires **Drug and Alcohol Counselor Certification, Level II** or equivalent State Certification (IDAC/CADAC) or licensure plus one (1) year of specialized experience equivalent to at least the GS-09 **OR** 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree. Education must have provided the knowledge, skills, and abilities necessary to do the work.

SPECIALIZED EXPERIENCE: One year of experience which equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and that is in or directly related to the position to be filled.

METHOD OF EVALUATION: Qualified candidates will be evaluated based on the following knowledge, skills, and abilities. **Applicants are strongly encouraged to address how their experience demonstrates each of these factors to receive full consideration.**

1. Knowledge of substance abuse/compulsive gambling and its impact on the social fabric of families, military organizations and communities.
2. Knowledge of the concepts, theories, principles and practices of current treatment approaches and applications.
3. Ability to resolve and/or negotiate a variety of sensitive or difficult situations associated with substance abuse and education/prevention programs.
4. Knowledge in applying and conducting surveys, analyzing results and making/presenting recommendations on related solutions and implementing recommended changes.
5. Ability to organize presentations and communicate orally and in writing with clients.

TIME-IN-GRADE REQUIREMENTS: Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under non-temporary appointment in the competitive service or excepted service.

HOW TO APPLY: Application and forms must be **received** by the close of business on the closing/cut-off date of the announcement. All applications must show the announcement number and grades applying for. Please do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

WHERE TO APPLY: Human Resources Office, Bldg. 3597, Navy Satellite Office, Kadena AB. For information please call 634-6749.

FORMS REQUIRED:

OF 612 - Optional Application for Federal Employment, resume, or other written format. *Those using a resume or other written format should refer to the flyer **OF 510** - "Applying for a Federal Job" for required information (<http://www.opm.gov/forms/pdfimage/of0510.pdf>).*

1. **Resume and alternative forms of applications MUST contain the following:**
 - [Announcement number, title and grade of the job for which you are applying.](#)
 - [Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship](#)
 - [Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.](#)
 - [Highest Federal civilian grade held \(also give job series and dates held*\); proof of reinstatement eligibility, if applicable.](#)
 - [Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates \(Mo/Yr\), hours per week, & salary. Identify percentage of time spent when work involved multiple/varying duties. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.](#)
 - [Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.](#)
 - [An original signature and date.](#)
2. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities).
3. Copy of **Drug and Alcohol Counselor Certification, Level II** or equivalent State Certification (IDAC/CADAC) or licensure for GS-11 level consideration.
4. Copy of most recent performance appraisal (*If current federal employee*).
5. SF-50 copy - If current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and [HRSCPR 12300](#). CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.
6. Copy of Sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached. Please include sponsorship letter or Certificate of Employment if dependents are not specifically listed on the travel orders.
7. Copy of passport and SOFA stamp or in-person verification of passport and SOFA stamp.
8. [Declaration of Federal Employment \(OF306\)](#) found on our website <http://hro.cnfj.navy.mil> under forms.
9. DD-214 indicating type of discharge (Member 4 copy). Required if area of consideration includes VRAs or 30% Disabled Veterans and VEOA eligibles. If claiming 10- point Veterans' Preference, submit an SF-15 and VA letter or certificate.
10. [Supplemental Questionnaire \(Okinawa\)](#) **must** be attached to application. Questionnaire can be found on our website: http://hro.cnfj.navy.mil/PDF/FormsUS/other/okinawa_questionnaire.pdf.
11. Official transcripts OR statement from institution's registrar, dean, or other appropriate official when education is a basic requirement for the position or if desiring to qualify on the basis of substituting education for experience.

12. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>

13. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

EDUCATION: When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** provide documentation or proof that he/she has met the education provisions with their application (Acceptable documentation/proof: official transcripts OR statement from institutions registrar, dean, or other appropriate official for **ALL** institutions attended). Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

EVALUATION METHOD: Information contained in the application to include KSA's, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. Applicants who meet the minimum qualification requirements will be rated on the job related KSA's to identify the best-qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

EXTERNAL REFERRAL PROCEDURES: Referral of external candidates will be in accordance with Title 5 CFR 333 requiring that eligible applicants be referred in priority group order. Applicants in lower preference groups might not be referred for consideration even though rated as qualified, if a sufficient number of higher-preference group applicants are qualified and available for the position. This would preclude the selection of candidates from lower preference groups.

DEVELOPMENTAL OR TRAINEE POSITIONS: If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP): Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Family members of locally hired DoD civilian employees are not eligible for family member preference. Military Spouses/Family Members may file applications for employment with overseas civilian personnel offices 30 days before their anticipated arrival within the command. However, spouses/family members may not receive preference until actually arriving at the overseas location.

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form. The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site: www.opm.gov

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.

- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, which may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade, which occur at the same activity within 90 days of the selection/closing date of the announcement.
- Selectees to positions that are announced as temporary may be appointed for periods of up to one year in duration, and may be extended for a maximum of 1 additional year, or converted to permanent without further competition.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Family members are tied to the sponsor's tour.
- Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.
- Active Duty Military members applying for this position who are separating from the military must provide separation orders or other document that verifies the separation date, and list of campaign Expedition Medals from the Service Record.
- All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact the Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187.